

DUTY STATEMENT

Classification: Associate Personnel Analyst	Branch: Human Resources and Support Services
Work Title: Personnel Analyst	Section: Personnel Office
CBID: C01	Position Number: 208-5142-813
KEY: (E) = ESSENTIAL (M) = MARGINAL FUNCTION	

POSITION DESCRIPTION:

Under the general direction of the Personnel and Labor Relations Manager, the incumbent performs the more complex analytical and technical work within the Personnel Office and provides technical assistance and guidance regarding the Commission's personnel management program to managers, supervisors and employees.

WORKING CONDITIONS:

The work is performed in an indoor office setting requiring the incumbent to sit, stand, and/or walk.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to communicate effectively, work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 35% Reviews, analyzes, and makes recommendations on Requests for Personnel Action (RPA); ensures that requests comply with applicable allocation standards, policies, laws, rules and procedures; consults with management to provide alternatives and recommendations for resolution of classification issues, prepares classification and pay proposals, performs desk audits, and maintains classification files in accordance with the DPA delegation agreement. Acts as project manager or as a team member on classification and pay projects and provides technical guidance to Personnel Transactions Unit staff as required. (E)
- 30% Investigates and makes recommendations to management regarding the disposition of grievances and complaints; performs work relating to employee relations projects and activities; participates in grievance meetings; drafts settlement agreements; provides guidance and training on the implementation of changes to labor agreements and related policies/procedures, rules and regulations which must be negotiated with employee unions. (E)
- 20% Investigates, provides consultation, and makes recommendations to managers and supervisors regarding progressive discipline, corrective actions, rejection during

probation, AWOL resignations, medical actions and merit issue complaints. Consults with legal counsel and provide testimony and/or administrative support at hearings with SPB/DPA. Apprises employees of their rights under various due processes; formulates proposed policies, guidelines and procedures; makes presentations; and conducts training. (E)

- 10% Provides technical advice to management, Division liaisons, and employees on personnel management issues; interprets policies, procedures, laws, rules, and standards; develops personnel policies and procedures; and makes presentations on various aspects of the Commission's personnel management program. Conducts research and recommends solutions to personnel management problems and process improvements. Prepares various reports and correspondence, and responds to requests for information. (M)
- 5% Participates as a member on Commission process improvement teams and various task forces. Represents the Personnel Office at meetings with control agencies, consultants, etc. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Employee	Date	Supervisor	Date